

## Residential Land Use Permit Requests Planning and Zoning Department A Step-By-Step Guide



**INTRODUCTORY MEETING WITH PLANNING STAFF** - Staff will assist the applicant by explaining the review process, review the zoning requirements, and provide site information, review the application and site plan requirements.



**SUBMISSION OF APPLICATION** - Applicant will submit application to the Zoning Administrator for review. *Fee must be received before any requests are processed.* 



**APPLICATION/SITE PLAN IS** <u>INCOMPLETE</u> – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.



**APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness.



**ZONING ADMINISTRATOR APPROVAL** - Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a land use permit will be issued.



**STAFF ISSUES PERMIT** – A copy of the permit is given to or mailed to the applicant.



**APPLICANT OBTAINS A BUILDING PERMIT** – Applicant applies for a building permit from the <u>State</u> <u>Building Inspector</u>.



**SITE VISIT TO CLOSE OUT PERMIT** – Staff will perform a site visit to determine if the construction has met the requirements of the ordinance. If there are no issues, the permit is then closed.

No <u>accessory structure</u> can be constructed unless there is a primary structure; there must be at least 10 foot separation between principle and accessory structures.



Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

## Residential Land Use Permit Application Basic Site Plan

**Please Print** 

	Property II	nformation							
Address:		Parcel # 51-							
	Applicant Information								
Name of Owner or Lessee:									
Address:									
Phone #:	Cell#:		e-mail:						
Name of Contractor (if applicab	ole):								
Included signed letter of aut  ☐ Yes ☐ No	thorization with	landowner to p	oull permits for the property:						
Address:									
Phone #:	Cell#:		e-mail:						
License Number:	•	Expiration Date:							
	Project In	formation							
Description of Project (include s	square feet):								
Parcel Size:		Finished Height	of Project:						
Zoning District:		Present/propos	ed Land Use:						
Waterfront Yard: ☐ Yes ☐	No	Section #:							
Size of Proposed Structure:									
Front Setback:	Side Setback:	/	Rear Setback:						
*Any Modification or improvising	g of directional wat	er run-off and or v	vater drainage must be contained						
W	ithin the property o	of the parcel owner	r. *						
		rization							
that may be issued, may be revoked. Further, applicable Sections of the Onekama Township Zo of any construction, when the proposed uses at this is a permit application (not a permit) and the or conveyance of rights in any other statute, but	I agree that any permit th oning Ordinance. Also, I agr re marked on the ground fo lat a Land Use Permit, if iss uilding code or deed restric	at may be issued is with ee to notify the Onekama or the purpose of a pre-co ued, conveys only land us ction of other property rig	rstand if found not to be true, any land use permit the understanding that I/we will comply with all Township Zoning Administrator <b>BEFORE</b> the start postruction inspection. Further, I understand that e rights, and does not include any representation ghts. Further, I agree that if a Land Use Permit is wnship to enter the property for the purposes of						
Signature: Date:									
(PLEASE MAKE	ALL CHECKS PAY		MA TOWNSHIP)						
		Jse Only							
Fee: 🗖 \$100.00 (Standard Perm		Complex Permit)	Receipt #						
Zoning District: Notes	S:								
Signature:		Date	e:						

For simple site plans this sheet is provide for convenience.

Other site plans containing all required information may be submitted, including Superimposed Surveys, Superimposed Aerial Photos or drawings drawn to scale.

DRAW ARROW THAT INDICATES DIRECTION OF NORTH  Address of proposed Development:  Type of Improvement:  Name of Preparer:  Address of Preparer:	SITE PLAN SCALE: ¼ inch (one square) equals 5 feet																				
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Address of Preparer:																					
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Date: Parcel Area:					-1		-						F	Parc	el A	rea	:				

		Basic Site Plan Checklist						
Basic Site Plan. A basic site plan shall be required for new dwellings, additions to dwellings, or								
	construction of accessory structures, single family dwellings; accessory structures and additions to							
	existing single family dwellings; and accessory structures and additions to multiple unit dwellings							
		n increase in the number of units, the site plan shall be subject to Zoning						
		Basic site plans shall include and illustrate at a minimum the following						
	mation:	·						
	Included	The property, identified by parcel lines and location and size.						
	Included	2. Name and address of the property owner(s), developers), and						
		designers), and their interest in said properties.						
	Included	3. Existing man-made features, including dwellings, fences,						
		landscaping and screening, accessory structures, and similar						
		features; and the heights and floor area of such structures and						
		other important features.						
	Included	4. The scale, north point						
	Included	5. The location of proposed and main and accessory buildings,						
		existing structures, fences on the site, the height of all buildings						
		and square footage of floor space						
	Included	<b>6.</b> Location of existing and proposed driveways and curb cuts, if any.						
	Included	7. Location of existing public and private rights-of-way and						
		easements contiguous to and on the property.						
	Included	8. Natural features, including trees with a diameter at breast height						
		of three inches or more, water bodies and wetlands, high-risk						
		erosion areas, beach, sand dunes, slopes in excess of 25%, drainage						
		and similar features.						
	Included	<b>9.</b> Show any changes or modifications required for any applicable						
		regulatory agencies' approvals. (Site plan or design plan changes						
		required after the Commission issues a Special Use Permit shall						
		also be changed in accordance with procedures established in this						
		ordinance for minor adjustments or amendments to Special Use						
		Permits.)						
	Included	10. Any other information as may be required by the Zoning						
		Administrator to aid in the review of the Site Plan.						
	Included	11. Any permits/letters required by outsides entities including, but not						
		limited to Soil Erosion Permit, Health Department Permit, EGLE						
		Permit, and Army Corp of Engineers Permit.						

## WHEN COMPLETED SEND TO:

Onekama Township Zoning Administration Manistee County Planning Department 395 Third St. Manistee, MI 49660 Phone: (231)723-6041

e-mail: planning@manisteecountymi.gov

FAX: (231)398-3526